

FIRE FACT NO. 011 CHECKLIST(s): ALL

TITLE: PLANS OF CORRECTION

CHECKLIST ITEM(s): ALL

REFERENCE(s):

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This is the typical order of events for a Kansas State Fire Marshal inspection cycle. These steps can vary from facility to facility, depending on the severity and types of distinctly hazardous conditions that are found. They may also vary based on the facility's responsiveness and willingness to correct the identified conditions.

KSFM INSPECTION OCCURS

- Inspections will be announced in advance.
- Inspector will contact responsible facility representative and conduct entry interview.
- Inspection is conducted.
- Inspector will conduct an exit interview to discuss any deficiencies that were found. A copy of the itemized inspection findings will be left.

Within 30 Days from Receipt of Inspection Findings

FACILITY DEVELOPS AND SUBMITS PLAN OF CORRECTION (POC).

- Each "distinct hazard" must be addressed. Describe **what** was done or what will be done to correct the deficiency.
- Provide a timetable for **when** the deficiency will be corrected.
- **IF THIS INFORMATION IS NOT PROVIDED, PAPERWORK WILL BE RETURNED TO THE FACILITY.**
- A request for equivalent or enhanced protection in lieu of strict compliance may be submitted, but proper documentation must be provided before KSFM will evaluate.
- A request for exemption of requirements may be submitted if the request meets the statutory provision of extreme financial hardship. See K.S.A. 31-140 for more information.

Within 21 Days of KSFM Receipt of PLAN OF CORRECTION

KSFM REVIEWS PLAN OF CORRECTION

- If Plan of Correction is **acceptable**, an acceptance letter is mailed to the facility.
- If Plan of Correction **IS NOT acceptable**, a letter will be sent requesting more information or stating unresolved issues. Negotiations will continue until issues are resolved and a plan of correction is mutually agreed upon.

Timetable varies for further follow-up

KSFM FOLLOW-UP INSPECTION CONDUCTED

- Scheduled depending on seriousness of deficiencies.
- Used to verify facility compliance with Plan of Correction Timetable.



Kansas State Fire Marshal Prevention Division

FIRE FACT NO. 011 CHECKLIST(s) : ALL

TITLE : PLANS OF CORRECTION

CHECKLIST ITEM(s) : ALL

REFERENCE(s) :

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This is the typical order of events for a CMS Certification cycle. These steps can vary from facility to facility, depending on the severity and types of distinctly hazardous conditions that are found. They may also vary based on the facility's responsiveness and willingness to correct the identified conditions.

CMS INSPECTION OCCURS

- Inspections will be unannounced.
- Inspector will contact responsible facility representative and conduct entry interview.
- Inspection is conducted.
- Inspector will conduct an exit interview to discuss any deficiencies that were found. A copy of the itemized inspection findings will be left.

Within 10 Days from Receipt of Inspection Findings

FACILITY DEVELOPS AND SUBMITS PLAN OF CORRECTION (POC).

- Each K-Tag noted on the inspection findings must be addressed.
- Provide a timetable for **when** the deficiency will be corrected.
- Include "Principles of Documentation." State **how** the deficiency will be corrected, **what** measures will be implemented or what program changes will be made to ensure the deficiency does not occur again, **how** the corrective action or program will be monitored, and **when** the deficiency will be corrected. Include a **signature** of the authorized person.
- **IF THIS INFORMATION IS NOT PROVIDED, PAPERWORK WILL BE RETURNED TO THE FACILITY.**
- Issues of disagreement with the inspector's findings, if any, may be addressed separately. Justification of the facility's position must be included.
- A waiver of requirements may be requested of CMS via KSFM.

Within 30 Days of Facility Inspection

KSFM REVIEWS PLAN OF CORRECTION. Facility must be in substantial compliance with CMS regulations.

- If Plan of Correction is **acceptable**, an acceptance letter is mailed to the facility.
- If Plan of Correction **IS NOT acceptable**, a letter will be sent requesting more information or stating unresolved issues. Negotiations will continue until issues are resolved and a plan of correction is mutually agreed upon. Negotiations for substantial compliance will not extend beyond 30 days without CMS waiver acceptance.

Timetable varies for further follow-up

KSFM FOLLOW-UP INSPECTION CONDUCTED when required by CMS to verify substantial compliance or to verify compliance with POC timetable.

